

Overview of Child Protection Information Management tools for Field Based Coordinators and Information Management Officers

Child Protection Working Group Overview of IM tools – Data Collection tools



Contact List

A contact list helps you:

- Keeping attendance from meetings
- Contacting members and sharing information with them
- Having an overview of who the members are (by organisation, type of organisation, etc.)

Audience

Field Based Coordination Group members, journalists, OCHA (country contact list), etc.

Format

Excel, can be directly printed for meetings and can be printed as .pdf.

Preview

	A	B	C	D	F	G	H	I	
1	Child Protection Working Group - KENYA - Contact List							Last Update: 09/07/2013	
2	Organisation	Type of organisation	Acronym	Name	Function	Phone Number	Email	Signature	
3	Action Aid Kenya	International NGO	AI	National Project Manager- Stop Violence Against Girls in School		0723 435 572	joan_marende@actionaid.org		
4	Afrec	0	AFREC	Project Officer		0716 176 556	fay0@hotmail.com		
5	AMREF	0	AMREF	Project Officer		0733 970 156	nancy.sironqa@amref.org		
6	AMREF	0	AMREF	Social Worker (Dagoretti)		0755 740 504	dagokids@gmail.com		
7	Anppcan	0	ANPPCAN	Consultant (Child Protection Training)					
8	Bidna Capoeira	0	0	Development Kenya Alternative		0700 045 452	caroline@bidnacapoeira.org		

Desk Review

A desk review is a compilation of existing secondary data in a coherent and usable format. It usually data from before and after the crisis/emergency. Desk review can answer some questions which could reduce the burden of data collection and analysis,. A desk review can also be a helpful resource for programming in case actual data collection is not possible due to resource limitations or logistical and/or security concerns.

Audience

Field based Coordination Group members, UNOCHA (MIRA)

Format

Word

Preview

1. Background
Present background comments about the country, the emergency and the Child Protection system.

Country Profile
Present main social, economic and development indicators. It should not exceed 3 pages. This part can be presented in form of a table. Data on country can be found on UNICEF website, ILO website and at the Governmental Statistical office of the country in question. Below is an example derived from the South Sudan Desk Review:

Country profile indicators	Country profile indicators	Country profile indicators	Country profile indicators
Population (thousands, Year)	Population under 15 (thousands, Year)	Population under 5 (thousands, Year)	Population under 1 (thousands, Year)
GDP per capita (current \$)	FDI inflows & outflows (Million \$)	FDI inflows & outflows (% of national gross value added)	FDI inflows & outflows (% of GDP)
Basic index of human development	Human development index	Human development index	Human development index
Infant mortality rate (per 1,000 live births)	Infant mortality rate (per 1,000 live births)	Infant mortality rate (per 1,000 live births)	Infant mortality rate (per 1,000 live births)
Under-5 mortality rate (per 1,000 live births)	Under-5 mortality rate (per 1,000 live births)	Under-5 mortality rate (per 1,000 live births)	Under-5 mortality rate (per 1,000 live births)
Maternal mortality ratio (per 100,000 live births)	Maternal mortality ratio (per 100,000 live births)	Maternal mortality ratio (per 100,000 live births)	Maternal mortality ratio (per 100,000 live births)
Prevalence of HIV/AIDS (per 100 people aged 15 and over)	Prevalence of HIV/AIDS (per 100 people aged 15 and over)	Prevalence of HIV/AIDS (per 100 people aged 15 and over)	Prevalence of HIV/AIDS (per 100 people aged 15 and over)
Prevalence of malaria (per 100 people aged 15 and over)	Prevalence of malaria (per 100 people aged 15 and over)	Prevalence of malaria (per 100 people aged 15 and over)	Prevalence of malaria (per 100 people aged 15 and over)

Emergency Profile
This part should present and can follow the following structure. It should not exceed 3 pages and a map.

Major drivers of the crisis
This paragraph should answer the following questions: what are the main drivers of the crisis and what are the underlying factors of increased vulnerability (including environment, socio-political, climate and economic factors)?

Geographical extent of affected areas
This paragraph should list the areas affected and, if possible, the severity and nature of the crisis in each area. It can be presented in a map.

Number of people affected
This paragraph should present the number of people affected and, if possible, it should show how many girls, boys, men, and women are affected.

Major characteristics of affected population
It should present the status the population as well as the impact of the crisis on them. If applicable, parts of the population are more severely affected (e.g. due to ethnicity, religion or other characteristics), it should be reflected here.

Child Protection System
This part should present the child protection system in the country, legal frameworks, coordination mechanisms (including civil society organisations, religious and state and sub-state actors) needed in doing monitoring and development, and existing capacities. It should not exceed one page and a map. You can also prepare the main legal provisions related to Child Protection. See also Annex 1, which is derived from the Afghanistan Desk Review.

Legal provisions	Child Protection indicators
Existence of child laws	Existence of child protection indicators
Minimum age for work	Minimum age for work
Minimum age for recruitment	Minimum age for recruitment
Minimum age for marriage	Minimum age for marriage
Minimum age of criminal responsibility	Minimum age of criminal responsibility
Minimum age of consent	Minimum age of consent

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Meeting minutes

The meeting minutes template is designed to help the Field Based Coordinator to conduct effective meetings focusing on strategic discussions and monitoring of activities.

It helps members to stay up to date on aspects related to the inter-agency CPIE response, especially if they were not present in the meeting. Along with other tools (5W, snapshots, etc.), the meeting minutes template is also designed to facilitate writing updates for UNICEF or UNOCHA Situation Reports.

Audience

Field Based Coordination Group members

Format

Word

Preview

The template includes sections for: Meeting details (Date, Location, Chair, Participating organisations), Agenda, Previous action points, AGENDA ITEMS DISCUSSIONS (with sub-sections for each agenda item), OTHER ISSUES TO NOTE, and MONITORING OF ACTIVITIES (with sub-sections for themes).

Annexes

3/4/5 W Matrix

A 3 (Who does What & Where), 4 (Who does What Where & When), 5 (Who does What Where When & for Whom) W helps collect data on the operational presence of Child Protection in Emergencies organizations.

Once analyzed, the data collected provide information on gaps, overlaps, performances, etc. (see 3/4/5W Analysis Guidance Note)

The tool also produces analysis based on entered data.

Audience

Field Based Coordination Group members, UNOCHA (Country 3W)

Format

Excel

Preview

The tool displays a data table with columns for Date of reporting, Organization, Accrings, Type, Strategy, Needs/Risks, Description, Admin, Admin2, Admin3, Admin4, Status, Activity Start Date, Activity End Date, Crisis Operations targeted, Crisis Operations reached, and Index Operations reached. Below the table is a 3W ANALYSIS (WHO - WHAT - WHERE) summary showing:

- Total Number of organisations: 7
- Number of organisations by Admin: Admin 1 (6), Admin 2 (1)
- Number of organisations by Strategy: (Blank), Coordination, Child Friendly Spaces, Case Management, Human Resources / Training, Community based mechanisms, Communication, Advocacy & Media
- Number of organisations by Risks/Needs: (Blank), Physical Violence and other harmful practices, Psychological Distress and Mental Health, Children Associated with Armed Forces and Armed Groups, Child Labour, Sexual Violence

Child Protection Working Group Overview of IM tools – Data Analysis tools



3/4/5 W Analysis

A 3/4/5W Analysis helps to visualize the overlaps and gaps in terms of coverage of a specific thematic area in a given geographical area and to visualize information on the number of beneficiaries (only 5W).

These visualizations will help with developing a Field based Coordination Group strategy on the current coverage and facilitating the coordination of an implementation strategy.

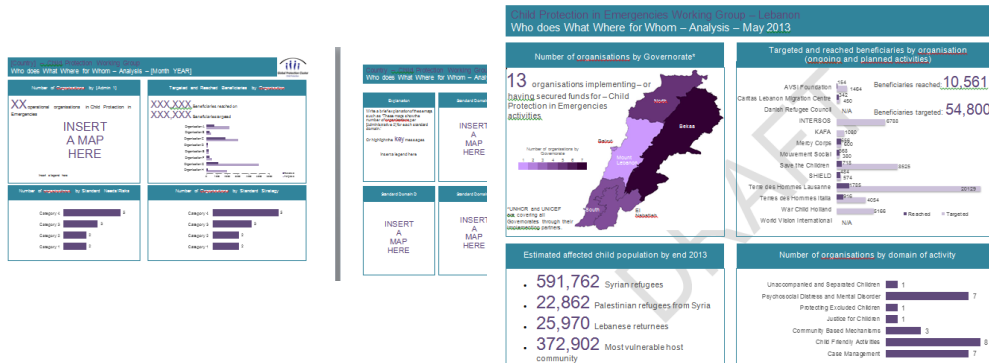
Audience

Field Based Coordination Group members, humanitarian workers

Format

Word, with embedded Excel charts

Preview



Snapshot on Child Protection needs

A snapshot helps you visualize key child protection messages in a single page.

These key messages can come from a Child Protection Rapid Assessment (CPRA), a Desk Review or any other assessments.

The snapshot facilitates quick access to top line situation analysis and is designed to help strategic decisions for programming and advocacy.

Audience

Donors, policy makers and non technical audience.

Format

Word, with embedded Excel charts

Preview



Child Protection Working Group Overview of IM tools – Data Analysis tools



Dashboard on Child Protection needs, response and gaps

A dashboard helps in consolidating and visualizing available data (e.g. data from the Child Protection Rapid Assessment, Protection Monitoring, 5W, output indicators) on the situation of children in an emergency context.

It is especially useful as a basis for designing or revising your strategy and/or to monitor your Consolidated Appeal Process.

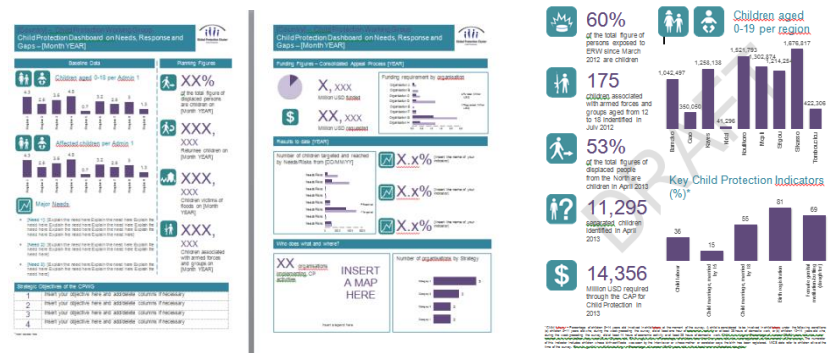
Audience

Field Based Coordination Group members, decision makers, donors

Format

Word with embedded charts in Excel

Preview



More information

This system has been designed for Field-based Child Protection Working Group Coordinators and Information Management Specialists. Some tools can be adapted and used without IM skills and some require IM skills.

The system has been designed to be simple – based on MS Word and MS Excel tools - and adaptable at country level. It is in line with the principle of good enough tools. These tools are based on the ones developed and used by UNOCHA. They have been developed based on IM discussions with field based coordinators.

Note that when developing an IM system, not all the tools need to be included, but only the ones that fit members' needs.

Each tool is accompanied with a guidance note providing you more information on the objectives of the tool, the audience, who should be in charge, which skills are needed to develop the tool, how to adapt/update the tool and some tips to facilitate the use of the tool.

The Global Child Protection Working Group can support the implementation of these tools.

Contact details for support: jmege@unicef.org